

I-Manage User Manual

Advance Shipping Notice (ASN) Item Maintenance Screen

Function

Allows you to create, clone, replenish, and edit a SKU.

Security

Access to GM I-Manage

Common Buttons and Fields

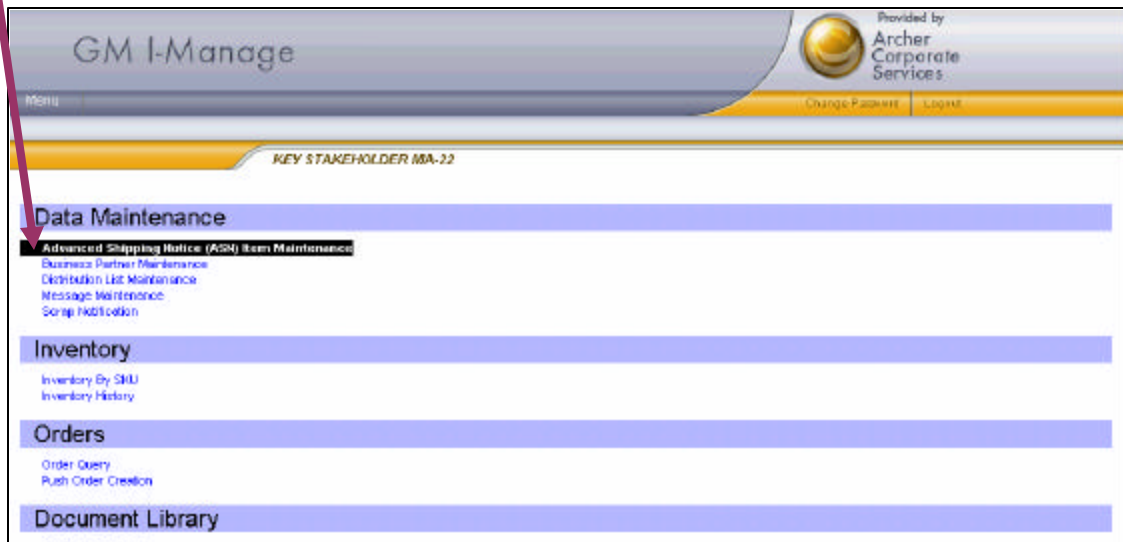
- **Next Page** – Opens the next page
- **Save/Exit** – Saves information entered into the fields & returns you to the main menu. This allows you to return at a later date to continue set up of that SKU.
- **Cancel/Exit** – Cancels an ASN and opens the item number to be used at a later date. If an item is already existing, Cancel/Exit will cancel all pending updates.
- **Send** – Forwards completed form to Archer Corporate Services.
- **Search** – Can be indicated with a magnifying glass icon. Allows you to search for specified data within the main database.

Operating Instructions

- **Accessing the ASN / Item Maintenance Screen**

1. Go to the *GM I-Manage Main Menu*.
2. Under the **Data Maintenance** category, click the **Advance Shipping Notice (ASN) Item Maintenance** option.

GM I-Manage Main Menu



The ASN / Item Maintenance Screen - Search Page will open.

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ASN / Item Maintenance Screen - Search Page

GM I-Manage

Provided by Archer Corporate Services

Menu Change Password Logout

KEY STANEROIDER MA-77206

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Search Page

Please Enter the Item Number. No Special Characters. Upper Case Letters and Numbers Only. 20 Characters max.

Item Number:

[Create Set-up of a New Item](#)
[Continue Set-up of a New Item](#)
[Clone an Existing Item](#)
[Replenish an Existing Item](#)
[Edit an Existing Item](#)

- **ASN / Item Maintenance Screen - Search Page**

The *ASN / Item Maintenance Screen - Search Page* allows you to access the following functions related to Item set-up.

- **Create Set-up of a New Item**
- **Continue Set-up of a New Item**
- **Clone an Existing Item**
- **Replenish an Existing Item**
- **Edit an Existing Item**

➤ Before you can access any of the functions listed on the *ASN / Item Maintenance Screen - Search Page*, you **must** populate the **Item Number** field (highlighted in red text). You can enter a new item or an existing item.

- **Searching for a Item Number**

1. On the *ASN / Item Maintenance Screen - Search Page* screen, click the **Search** button (indicated with a magnifying glass icon). The *Search For Stock Number* page will open.
2. On the *Search For Stock Number* page, complete one or all of the indicated fields.
3. Click the **Search** button.

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Search For Stock Number Pop-up Screen

The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The main content area has a title "Search For Stock Number". Below the title is a form with the following fields and controls:

- "Item Description:" followed by a text input field.
- "*SKU:" followed by a text input field, with a link "*Full or Partial SKU" to its right.
- "ASN (New SKU Setup):" followed by three radio buttons: "Both" (selected), "New Item", and "Existing Item".
- A link "Check if a new SKU (ASN, not Approved Yet)" below the radio buttons.
- At the bottom of the form are two buttons: "Close" and "Search".

4. The search results will appear at the bottom of the *Search For Stock Number* page. Locate the appropriate item (you may need to scroll) and click the **Select** link next to that item. The Item Number now will appear on the *ASN / Item Maintenance Screen - Search Page*.

ASN / Item Maintenance Screen - Search Page

The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The page header includes "GM I-Manage" and "Provided by Archer Corporate Services". Below the header is a navigation bar with "Menu", "Change Password", and "Logout". The main content area has a title "Advanced Shipping Notice (ASN) / Item Maintenance Screen - Search Page". Below the title is a form with the following fields and controls:

- A text input field with the placeholder text "Please Enter the Item Number. No Special Characters. Upper Case Letters and Numbers Only. 20 Characters max."
- A button "Item Numbers" followed by a text input field containing "2000" and a search icon.
- Below the form are several links: "Create Setup of a New Item", "Continue Setup of a New Item", "Close an Existing Item", "Reopen an Existing Item", and "Edit an Existing Item".

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- **Create Set-up of a New Item**

1. On the *ASN / Item Maintenance Screen - Search Page*, enter a new item number in the **Item Number** field by typing in the new item number you want to create.
2. After entering the new item number, click the **Create Set-up of a New Item** link

ASN / Item Maintenance Screen-Search Page

GM I-Manage

Provided by Archer Corporate Services

Menu Change Password Logout

KEY STAKEHOLDER MA-77208

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Search Page

Please Enter the Item Number. No Special Characters, Upper Case Letters and Numbers Only. 20 Characters max.

Item Number: NEW50011

Create Set-up of a New Item
Continue Set-up of a New Item
Close an Existing Item
Reopen an Existing Item
Edit an Existing Item

3. On the *ASN / Item Maintenance Screen - Main Page*, select the distribution methods for the new item by clicking all appropriate checkboxes.
 - DWD Store Item – You can access the DWD store through www.gmdealerworld.com and click on the business administration tab.
 - Saturn E-Store Item – This is the Saturn Consumer eStore. You can access this eStore through www.saturn-publications.com
 - Push Only Item – Used by the Business Owners to distribute or “push” an item to specified recipients. Recipients will **not** have the ability to order this item in the future. If you do not choose one of the two E-Stores, you must choose Push Only.
 - Printed/POD Item – Print on Demand (POD) is used for items that are printed at the time of order. This eliminates the need for storing items in inventory
 - E-Fulfillment Item – Used for items that can be downloaded directly from the eStore. E-Fulfillment items are only purchased from the DWD Store.
 - Dropship Item – Used for items that are ordered through the eStore or Archer Corporate Services but are shipped by another vendor.
 - Master Kit Item – Used when multiple components are shipped under one Item.
 - Autoship this Item to an existing subscription? – Used when the item being created is ordered and sent on a subscription basis. Subscription orders will generate as soon as the Item is approved.

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ASN / Item Maintenance Screen - Main Page

GM I-Manage

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Corporate
Services

Menu Change Password Logout

DAVE NEUHAUSER NEUHAUS0

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Main Page

Item Number: 1234567890

DWD Store Item: ☒ ?

Saturn E-Store Item: ☐ ? <http://saturn-publications.com>

Push Only Item: ☐ ?

Printed / Print on Demand (POD) Item: ☒ ?

E-Fulfillment Item: ☐ ?

Dropship Item: ☐ ?

Master Kit Item: ☐ ?

Autoship this item to an existing subscription?: ☐ ?

- Your selection of distribution methods will determine the pages displayed while creating the item. Selecting invalid combinations of distribution methods will produce an error message when you click the **Next Page** button at the bottom of the screen. If this occurs, review the distribution methods selected. The following combinations will produce an error message:
- DWD Store and Push Only
 - Consumer E-Store and Push Only
 - Push Only and E-Fulfillment
 - POD and E-Fulfillment
 - POD and Kit
 - POD and Dropship
 - E-Fulfillment and Kit
 - E-Fulfillment and Dropship
 - Dropship and Kit
4. After selecting your distribution methods, complete the remaining information fields. You will need to scroll to complete each field.

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Lower-part of the ASN / Item Maintenance Screen - Main Page

Advanced Shipping Notice (ASN) Status: **OPENED**

Item Status: **Active**

Advanced Shipping Notice (ASN) Number: **18973**

(*) Item Description:

(*) Unit Of Measure Type:

(*) Unit Of Measure Quantity:

Unit Of Measure Description:

Low Water Point:

Re-Order Lead Time (Days):

Ideal Maximum Quantity:

Review for Scrap Date: **MM/DD/YYYY**

Item Type:

IPC Item Type:

Stakeholder:

Business Unit:

(*) Owner (EDSNet ID):

Is an E-Store Thumbnail Image Required: **No**

If thumbnail is required but not provided, Archer will photograph the item when it is received and charge your cost center.

Image File: **Browse...**

Is this item part of a recurring shipment (a potential subscription): ☐

Comments to the Archer Inventory Analyst:

(*) Marks Required Fields needed for Sending this ASN item.

Save / Exit **Next Page >** **Send** **Cancel / Exit**

The fields in this section are divided by the following:

- ASN Status (this is automatically populated)
- Item Status: Should be Active for all active items.
- ASN Number (this is automatically populated)
- Item Description: **(required)** If this item is an eStore item, this description will populate on the thumbnail page of the main catalog
- Unit Of Measure Type: **(required)** Each, Pack, Kit, Pad, etc. For example, if there were 25 in a shrink-wrapped pack, your unit of measure type would be pack.
- Unit Of Measure Quantity: **(required)** The number of the item in that unit of measure type. Using the above example, if there were 25 in a shrink-wrapped pack, your unit of measure quantity would be 25.
- Low Water Point: The lowest quantity of stock allowed before reorder is necessary. An email to reorder this item may be generated to the inventory owner or designee when the low water point is reached.

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- Re-order lead time: The amount of time it takes to reprint and receive this item for order fulfillment.
- Ideal Max: The highest quantity you would want in stock at a given time. This will aid in decreasing storage costs.
- Review Scrap: The date on which this inventory should be reviewed for possible scrapping. An email prompt may be generated to the inventory owner or designee when the review date occurs.
- Item Type: Defined by Content Management Guidelines from General Motors Executive Management. Options for this field are as follows:
 - Application / Form / Worksheet
 - Banner
 - Book / Binder / Manual
 - Booklet / Brochure / Pamphlet
 - Bulletins
 - CD / DVD / Video
 - Car Topper / Tent Card
 - Card / Postcard
 - Catalog
 - Electronic File
 - Flyer / Hero Card / Spec Sheet
 - Kit
 - Label / Decal / Applique / Sticker
 - Letter
 - Magazine / Newsletter
 - Merchandise / Wearables
 - Mirror / Radio / Etc
 - Miscellaneous
 - Parts Catalogs
 - Poster
 - Showroom Displays
 - Tag
- IPC Item Type: Defined and used by IPC only:
 - Brochures
 - Gifts and Incentives
 - Other Merch.
 - Sales Materials
 - Service Materials
 - Techline CD
 - Training Materials
- Stakeholder: IPC, SPO, VSSM. The screen will refresh when this option is chosen.
- Business Unit: Buick, Cadillac, Chevrolet, OnStar, etc...
- Owner (**required**): the EDSNetID of the inventory owner of this item. This field is case sensitive. UPPER CASE must be used.
- Is an E-store Thumbnail Image required – Defaults to no.

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- If you do not wish to have an image of this item on the eStore, a placeholder indicating, “no picture is available” will appear.
 - If an image is required the following parameters must be used:
 - 400 x 400 pixels
 - .jpg, .gif or .pdf format. If a pdf is provided, a jpg of the first page will be created and used as the thumbnail.
 - You may attach the image or Archer Corporate Services can take the image for you (there will be a charge for this service). To attach an image simply use your browse button. If no image is attached Archer Corporate Services will take a picture when the stock arrives at our dock.
 - Is this item part of a recurring shipment (a potential subscription): This will be used to determine if a new subscription should be created for this item.
 - Comments to the Archer Inventory Coordinator: List any questions or comments you have for the Archer Corporate Services Inventory Coordinator.
- As previously stated, your selection of distribution methods will determine the pages and fields displayed while creating the SKU.
5. You can stop now and save your work by clicking the **Save / Exit** button. If you wish to continue with the set up of your item click the **Next Page** button. The next mandatory page is the *ASN / Item Maintenance Screen - Pricing Page*.

ASN / Item Maintenance Screen - Pricing Page

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The screenshot shows a web browser window titled "GEM - Microsoft Internet Explorer". The address bar displays "http://gm-manage.com/manage/action_custom_asn_estore_page_b.asp". The page header includes the "GM I-Manage" logo and a "Provided by Archer Corporate Services" badge. Below the header is a navigation bar with a "Menu" button and links for "Change Password" and "Logout". The main content area is titled "ASN / Item Maintenance Screen - Pricing Page" and contains a form for item pricing. The form fields include:

- Item Number: 06CHFL
- GM Cost to Produce per Piece (in US Funds): 0
- Shipping Insurance Value (in US Funds): 0
- (*) Charge Item Price (in US Funds): 35
- Taxable: No
- Is this Eligible for Coop Credit: No
- (*) 26-Digit Account Number: 06620 00110 01230 000 003 0000
- (*) Billing System: BARS
- BARS Program Code: Chevy Showroom Catalogs
- BARS Type of Sale: Tangible Personal Property
- Recovery 26-Digit Account Number: [empty]
- GMSPD Account Number Bridge: 06CHFL

Below the form is a section titled "Pricing Exceptions Management:".

6. On the *ASN / Item Maintenance Screen - Pricing Page*, complete the following fields:
- Item Number: This will automatically populate for you
 - GM Cost To Produce Per Piece (in US Funds): The cost to replace this item.
 - Shipping Insurance Value (in US Funds): Used for insurance during shipping.
 - Charge Item Price (in US Funds): **required**. Sell price for the item. If there are exceptions to this pricing you may indicate that information later on this page.
 - Taxable: Yes or No. Indicates if this item requires sales tax to be assessed when purchased.
 - Is this Eligible for Coop Credit: Yes or No. Applicable to Trade One.
 - 26 Digit Account Number
 - Billing System: When this item is flagged as billable, indicate which billing system should be utilized.
 - **ACDelco - Turnkey Billing** – Trade One/SPO
 - **BARS** – GM Dealers
 - **ACDelco/GM Parts Billing**-Trade One
 - **GM Parts – Turnkey Billing** - Trade One/SPO GM Parts
 - **JD EDWARDS** – Saab Dealers

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- **No Billing System**
- BARS Program Code: Billing & Accounts Receivable System
- BARS Type of Sale: The number assigned to a specific kind of activity. Represents the numeric value for each line item of the product/service that will be invoiced. Activities are treated differently for tax calculation. This number will be assigned by GM Dealer Accounting. Please consult the program rules for actual assignment.

01	Tangible Personal Property
03	Freight
04	Handling Charges
11	Freight - FOB CC Origin
18	Rebill
15	Intangible Property- General
15	Insurance

There is a GM Program Owner (Marketing Representative) questionnaire that must be completed for new/renewal of programs or subsequent changes to these programs and returned to: GM Dealer Accounting. Usually done 90 days in advance of program implementation

- Recovery 26-Digit Account Number (SPO Only)
 - GMSPO Account Number Bridge - Required for items that have more than six (6) characters.
7. At the bottom of your screen you have the ability to indicate groups that may have a different pricing structure for this item. These are defined as pricing exceptions. Pricing exceptions can be assigned by:
 - Business Partner Group
 - Ship to Country
 8. To enter a pricing exception for a Business Partner Group:
 - Click on the drop down arrow under the Business Partner Group heading. Choose the appropriate business partner group.
 - Indicate the correct price for this group in the Sell Price field
 9. To enter a pricing exception for a Ship to Country
 - Choose the ship to country from the drop down menu.
 - Indicate the appropriate sell price for that ship to country
 10. Click the **Next Page** button to continue. (If you would like to stop now but save your work, click the **Save / Exit** button.) After clicking the **Next Page** button, the next mandatory page is the *ASN / Item Maintenance Screen - E-Mail Page*.
 11. The *ASN / Item Maintenance Screen - E-Mail Page* is where you can add the e-mail addresses of those individuals who should receive certain e-mail notifications. The different notifications that can be sent are:

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- Who should receive notice of item receiving at Archer?
- Who should receive notice of item at Low Water Point?
- Who should receive notice of Over-Limit Order Approval?
- Who should receive notice upon SKU creation?
- Who should receive notice on Scrap Review Date?

In the fields next to a particular notice type in the email address of the of the business partner who should receive that notice. You can use the drop-down field next to the e-mail address fields to select if the recipient of the email is primary or secondary: either “To” or “CC”.

ASN / Item Maintenance Screen – E-Mail Page

GM I-Manage

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Change Password | Logout

Geekline Memphis #EAM#00

Advanced Shipping Notice (ASN) / Item Maintenance Screen - E-Mail Page

Item Number: 66CHPL

Who should receive notice of item receiving at Archer?

To: KELLY.OREILL@GM.COM

Who should receive notice of item at Low Water Point?

To: KELLY.OREILL@GM.COM

Same as Receiving

Who should receive notice of Over-Limit Order Approval?

To: jkueghill@archercorporateservices.com

Same as Receiving

* Over-Limit Approval Email is required to send if an over max limit is entered

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Item Number: NEWSKU1

Who should receive notice of Item receiving at Archer?

Who should receive notice of Item at Low Water Point?

Same as Receiving

Who should receive notice of Over Limit Order Approval?

Same as Receiving

Who should receive notice upon SKU creation?

Same as Receiving

Who should receive notice on Review Date?

Same as Receiving

Save / Exit Next Page > Send

12. Click the **Next Page** button to continue. (If you would like to stop now but save your work, click the **Save / Exit** button.) After clicking the **Next Page** button, the next page is the *ASN / Item Maintenance Screen – Supplier Page*.
13. On the *ASN / Item Maintenance Screen - Supplier Page* screen will appear. A Supplier must be set up prior to completing this page. Contact Archer Corporate Services at gminventory@archercorporateservices.com to have a supplier added.
14. Complete the designated fields indicating the supplier that will be forwarding this inventory item to Archer Corporate Services. This information will inform the Archer Corporate Services Inventory Administrator when this item will arrive, the quantity to arrive and from which supplier. This information will allow our Receiving Department to validate that what arrives at our docks meets your expectation.

ASN / Item Maintenance Screen - Supplier Page

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GM I-Manage

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Archer
Corporate
Services

Menu

Change Password | Logout

Geekline Memphis #GMF#00

Advanced Shipping Notice (ASN) / SKU Maintenance Screen - Supplier Page

Item Number: 05C8PL

Supplier: ADDISON GRAPHICS SOLUTIONS-

Quantity to be Received at Archer:

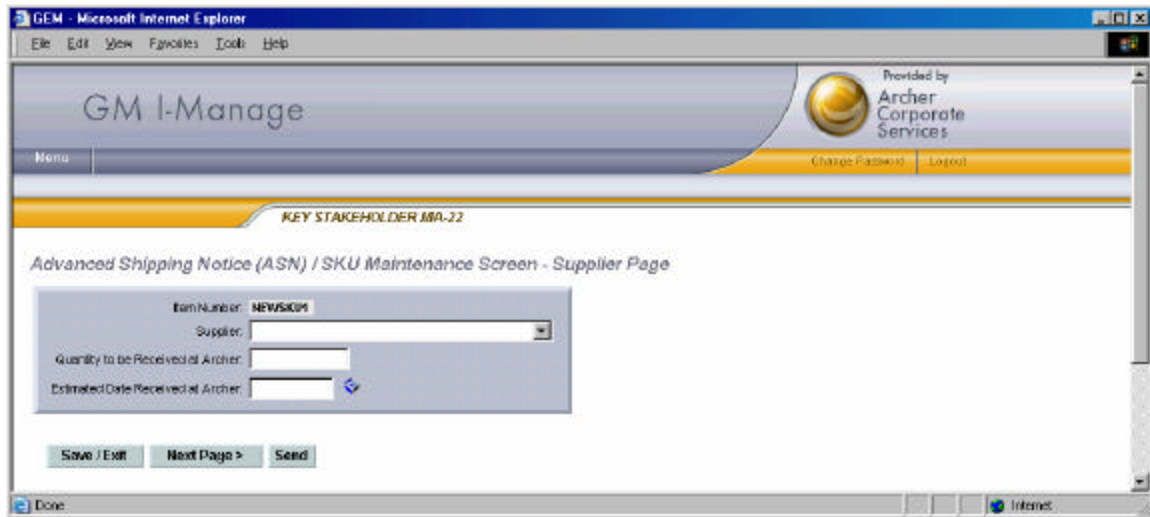
Estimated Date Received at Archer: [New Date](#)

Save / Exit | Next Page > | Send | Cancel / Exit

Done

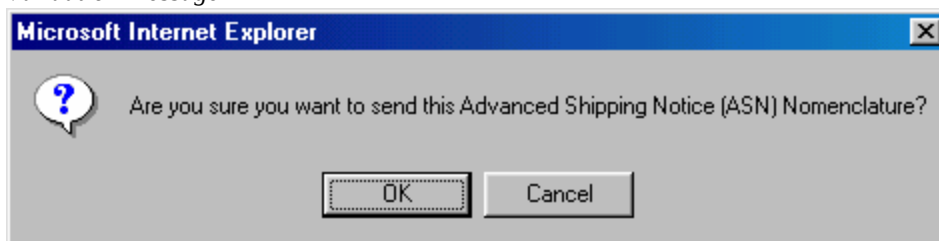
Start | 2 Citrix ICA ... | GEM - Micros... | 2 Microsoft ... | I-Manage User... | 03_GM_I-Man... | 12:33 PM

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15. Click the **SEND** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.) After clicking the **Send** button, you will receive a message validating that you would like to submit this SKU for final approval.

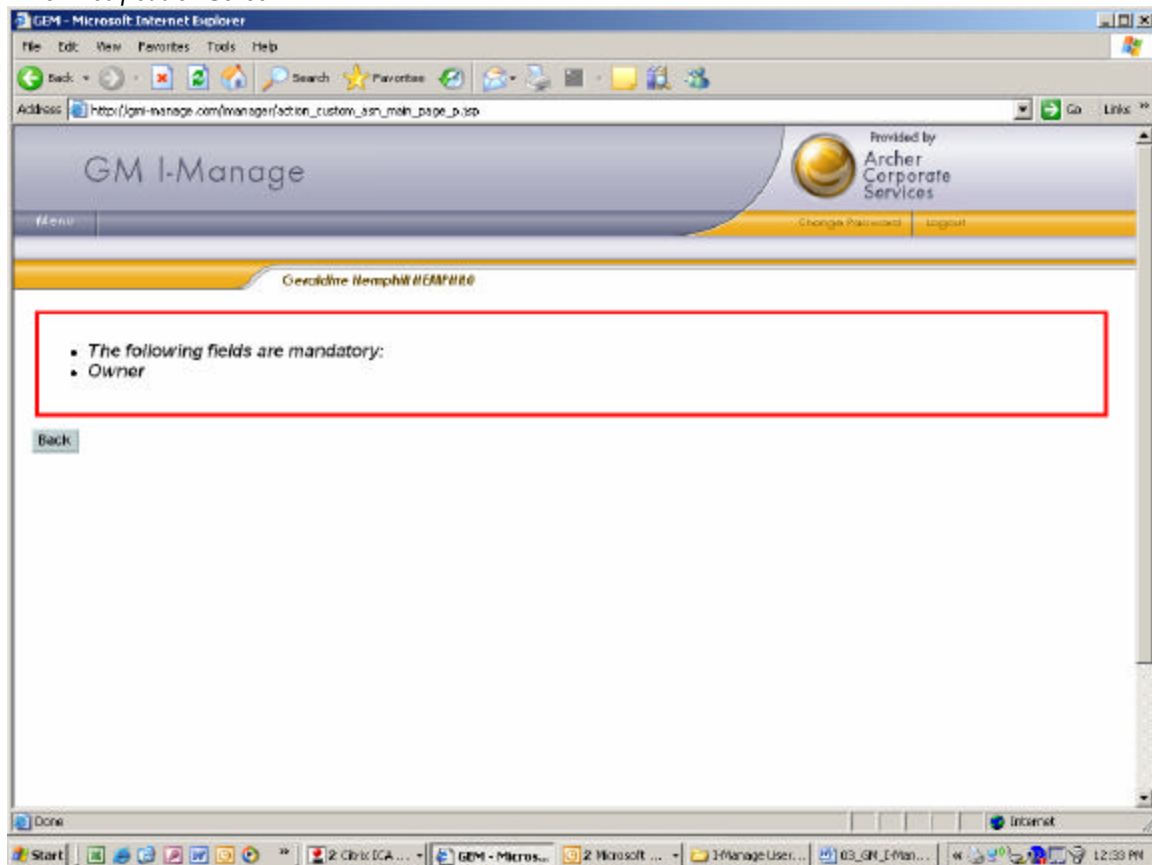
Validation Message



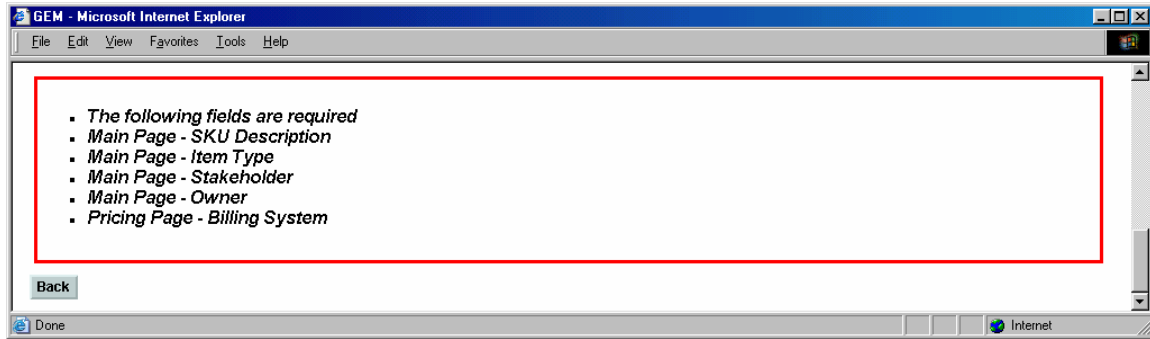
16. Click the **OK** button to submit your new SKU. If you have missed or incorrectly completed any fields you will receive a message stating which fields will need to be reviewed.

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Error Notification Screen



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17. Click the **Back** button to return to the New SKU set up page.
18. Once you return to the *New SKU* set up page, use the **Next** button to move forward through the screens to the areas where the incorrect or missing information appears.
19. Supply or correct the information and click the **Send** button.
20. Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.) After clicking the **Send** button, you will receive a message validating that you would like to submit this SKU for final approval.
21. Click the **OK** button to submit your new SKU.

Once you have submitted your SKU information, Archer Corporate Services will review and contact you within 24 hours. Please allow 24 hours before you can access this SKU for use in distributions or access on the E-Stores.

• Additional Pages

Now, let's look at the additional pages you may be required to complete. Again, these pages are generated depending on the distribution method you select.

E-Store Page

If you selected to have this item as a GM E-Store Item or Consumer E-Store Item, you will need to complete the *ASN / Item Maintenance Screen – E-Store Page*.

The following fields are on this page:

- SKU E-Store Description – Defaults to your item description. This description will appear on the detail page of the eStore you selected. You may expand on this description
- Reserve for push – Defaults to no. This field allows you to reserve the inventory for a Push job prior to allowing it to be ordered on the designated eStore. If you

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- would like to reserve the inventory until the Push job is completed, change this response to “yes”.
- Division – Indicate all divisions that apply to this item. This information will populate the search criteria on the E-Store.

ASN / Item Maintenance Screen – E-Store Page

GM I-Manage

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Menu Change Password Logout

KEY STAKEHOLDER MA-22

Advanced Shipping Notice (ASN) / Item Maintenance Screen - E-Store Page

Item Number: NEWSH01

Item E-Store Description:

Is an E-Store Thumbnail Image Required: No

If thumbnail image is required but not available, Archer will photograph the item when it is received.

Image File: Browse...

Reserve For Push before Loading on E-Store: No

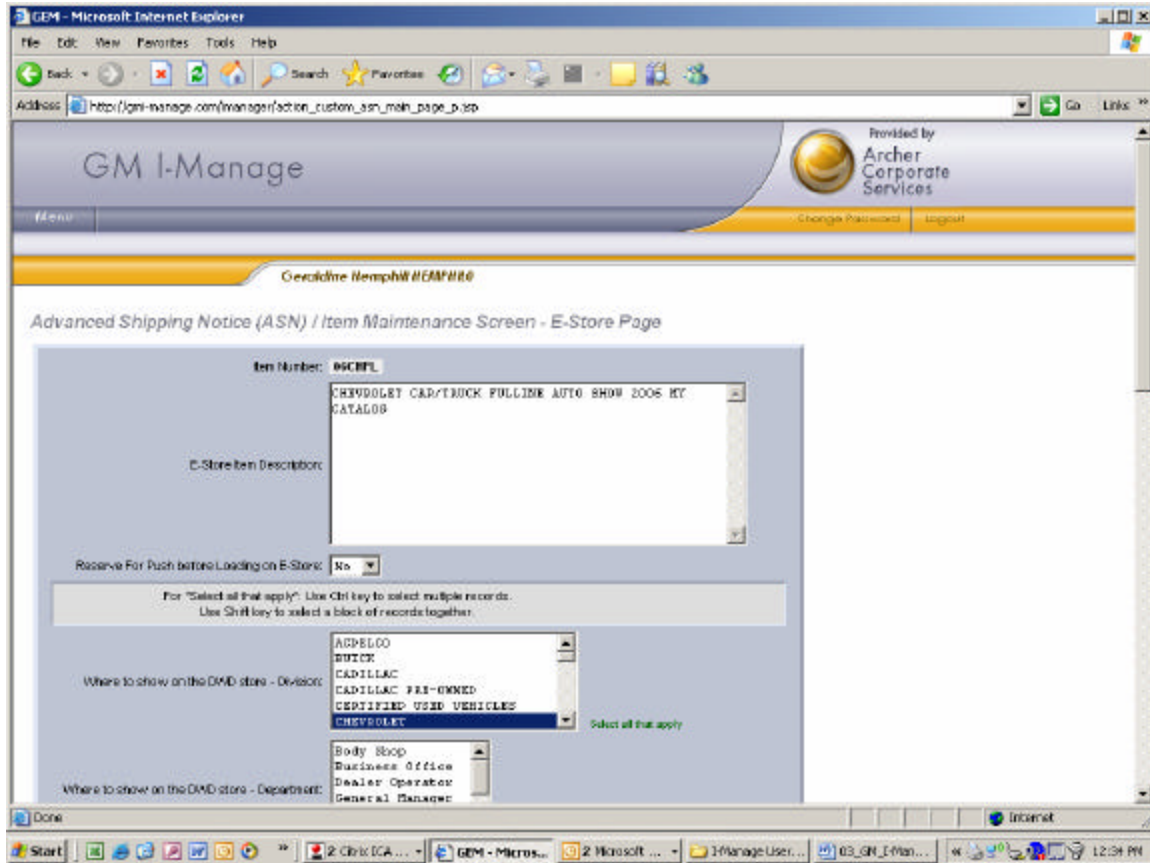
For "Select all that apply": Use Ctrl key to select multiple records. Use Shift key to select a block of records together.

Division: BUICK, CADILLAC, CADILLAC PRE-OWNED, CERTIFIED USED VEHICLES, CHEVROLET, CHEVROLET - LIGHT DUTY

Department: Body Shop, BUSINESS DESK, FINANCE / Insurance

Select all that apply

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- Department – Indicate all departments that apply to this item. This information will populate the search criteria on the E-Store.
- Who can order this item - Choose all that apply: Indicate all the business partner groupings that may order this item. This field will restrict the ordering of this item to the specified groups.
- Vehicle – Indicate the vehicles this item pertains to. This information will populate the search criteria on the E-Store.
- Year – Indicate the model year (s) to which this item applies. This information will populate the search criteria on the E-Store.

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ASN / Item Maintenance Screen – E-Store Page

GEM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Department: Body Shop
Business Office
Finance / Insurance
Parts
Sales
Service Select all that apply

Default Order Minimum for the E-store: 1

Default Order Maximum for the E-store: 9999999

Who can order this item - Choose all that apply: BUICK DEALERS
CADILLAC DEALERS
CADILLAC PREOWNED DEALERS
CERTIFIED USED DEALERS
CHEVY DEALERS
CHEVY LIGHT DUTY DEALERS Select all that apply

Vehicle: BUICK CENTURY
BUICK LACROSSE
BUICK LASABRE
BUICK LESABRE
BUICK LUCERNE
BUICK PARK AVENUE Select all that apply

Year: 1996 or Earlier
1997
1998
1999
2000
2001 Select all that apply

Where to show in the DVD E-store catalog: Buick Application / Form / Worksheet
Buick Banner
Buick Book / Binder / Manual
Buick Booklet / Brochure / Pamphlet
Buick CD / DVD / Video
Buick Car Topper / Tent Card Select all that apply

Where to show in the Saturn E-store catalog: BULLETINS - BULLETINS
OWNER HANDBOOKS - ION
OWNER HANDBOOKS - L SERIES
OWNER HANDBOOKS - RELAY
OWNER HANDBOOKS - S SERIES
OWNER HANDBOOKS - SKY Select all that apply

Exception Limits Management:

Done Internet

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Where to show in the DVD store catalog:

Where to show in the Saturn E-store catalog:

Default Order Minimum for the E-store:

Default Order Maximum for the E-store:

Block Over Limit Orders: ☐

Exception Limits Management:

Business Partner Group	Min Order Qty	Max Order Qty	Remove
ACCESSORIES BRANDED MKTG MATL - OWNER			☐
ACCESSORIES CHANNEL MKTG MATL - OWNER			☐
ACCESSORIES MISC. - OWNER			☐
ACCESSORIES PRODUCT MKTG MATL - OWNER			☐

Cancel/Exit Save/Exit Next Page > Send

(*) Marks Required Fields needed for Sending this ASN item.

- Where to Show in the DWD E-Store Catalog: Indicate the appropriate item type for this item. This information will populate the search criteria and indicate where the item will be placed on the E-Store.
- Where to Show in the Consumer E-Store Catalog – Indicate where this item should appear on the Saturn Consumer E-Store.
- Default Min – Default to 0 – Indicate the minimum amount that can be ordered in a single order.
- Default Max – Default to no limit – Indicate the maximum amount that can be ordered in a single order.
- Block Over Limit Orders-Check this box if the item can never be ordered for over the allowed quantity.
- Exception Limits Management: Allows you to provide different minimum and maximum order quantities by Business Partner Group.
 - Pick the group for which exceptions will apply
 - Indicate the minimum order quantity for that group
 - Indicate the maximum order quantity for that group.

Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save/Exit** button.)

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ASN / Item Maintenance Screen – E-Store Page

Where to show in the DVD store catalog:

Where to show in the Saturn E-store catalog:

Default Order Minimum for the E-store:

Default Order Maximum for the E-store:

Block Over Limit Orders: ☐

Exception Limits Management:

Business Partner Group	Min Order Qty	Max Order Qty	Remove
ACCESSORIES BRAUNED MKTG MATL - OWNER			☐
ACCESSORIES CHANNEL MKTG MATL - OWNER			☐
ACCESSORIES MISC. - OWNER			☐
ACCESSORIES PRODUCT MKTG MATL - OWNER			☐

Cancel/Exit Save/Exit Next Page > Send

(*) Marks Required Fields needed for Sending this ASN item.

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Vehicle:

Year:

Where to show in the DVD E-store catalog:

Where to show in the Saturn E-store catalog:

Exception Limits Management:

Business Partner Group	Min Order Qty	Max Order Qty
ACCESSORIES/PERFORMANCE PARTS - OWNER		
ACDELCO ADVERTISING - OWNER		
ACDELCO CATALOGS - OWNER		
ACDELCO CUSTOMER		

Save / Exit Next Page > Send

Print On Demand Page

If you selected to have this item as a Printed / POD Item, you will need to complete the *ASN / Item Maintenance Screen – Print On Demand Page*.

Complete the following fields on this page:

- Print as ordered / Print now to store in Inventory:
 - Selecting the Print as ordered option allows you to decrease your inventory storage by printing items at the time they are ordered.
 - Selecting the Print now to store in Inventory option allows printing to occur at Archer Corporate Services and be placed directly in inventory decrease the turn around time and any additional transportation charges incurred by printing at another supplier.
- Quantity to Print in Inventory: Indicate the quantity you would like Archer Corporate Services to print for inventory fulfillment.
- Page Count: Indicate the number of pages needed for the complete SKU
- Sheet Count: Indicate the number of sheets needed to for the complete SKU
 - For additional information or aid in determining this information, please contact your Archer Corporate Services Account Manager or Account Coordinator.
- Finished Paper Size: The size of the item when it is fully completed/assembled

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- Simplex / Duplex: Indicate if this finished item will be printed on one side or both sides of a single sheet of paper.
- Black And White / PMS Color: Indicate if the item is Black and White or Color. If you choose the Color option, use the “Additional Instructions” field below to indicate the PMS colors.
- Collate: Yes or No – Indicate if the final document should be collated.
- 3-hole Drill: Yes or No – Indicate if the final document should be 3-hole drilled
- Shrink Wrap: Yes or No – Indicate if the final document should be shrink-wrapped prior to placing in inventory and shipped.
- Additional Instructions – Use this free form field to provide the following information:
 - Paper Weight
 - Paper Type
 - Paper Color
 - If Binder Assembly: In special instructions state if the contents of the binder should be inserted on rings or just shrink-wrapped and nestled in binder for shipping.

ASN / Item Maintenance Screen – Print On Demand Page

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KEY STAKEHOLDER MA-22

ASN / Item Maintenance Screen - Print On Demand Page

Item Number: NEWSRPT

Print as ordered / Print new to store in inventory: Print as ordered: Y

For Print As Ordered items, images will be stored at Archerway and printed as orders are placed. For 'Print and Store in Inventory' items, the images will be used to print a set quantity and store in inventory. Archerway will not reprint additional inventory unless directed by the owner.

Quantity to Print in Inventory:

Page Count:

Sheet Count:

Finished Paper Size: 8.5 x 11

Simplex / Duplex: Simplex: Y

Black And White / PMS Color: Black and White: Y

Collate: No

3-hole Drill: No

Shrink Wrap: No

Additional Instructions:

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- Upload File Grid: The grid at the bottom of the page allows you to upload your files for printing.
 - Click the browse button to attach your file. When uploading a file for POD, the file or image must be a .pdf, excel, .doc or PowerPoint.
 - Print Order – Indicate the order in which the files should be assembled in the final document.
 - Remove – Allows you to remove a file after you have uploaded it.

Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.)

ASN / Item Maintenance Screen – Print On Demand Page

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GEM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

ASN / Item Maintenance Screen - Print On Demand Page

Item Number: **HEVYSOH**

Print as ordered / Print now to store in inventory: **Print as ordered: Y**

For Print As Ordered items, images will be stored at Archway and printed as orders are placed. For Print and Store in Inventory items, the images will be used to print a set quantity and store in inventory. Archway will not reprint additional inventory unless directed by the owner.

Quantity to Print in Inventory:

Page Count:

Sheet Count:

Finished Paper Size: **8.5 x 11**

Simplex / Duplex: **Staplex: Y**

Black And White / PMS Color: **Black and White: Y**

Collate: **No**

3-hole Drill: **No**

Shrink Wrap: **No**

Additional Instructions:

File Name	Print Order	Remove
	Browse...	Remove
	Browse...	Remove
	Browse...	Remove
	Browse...	Remove

GEM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://gem-manage.com/manager/action_custom_asn_pricing_page_p.asp

Item Number: **ASCD**

(*) Print as ordered / Print now to store in inventory: **Print as ordered**

For Print As Ordered items, images will be stored at Archway and printed as orders are placed. For Print and Store in Inventory items, the images will be used to print a set quantity and store in inventory. Archway will not reprint additional inventory unless directed by the owner.

Quantity to Print in Inventory:

Page Count:

Sheet Count:

Finished Paper Size: **8.5 x 11**

Simplex / Duplex: **Staplex**

Black And White / PMS Color: **Black and White**

Collate: **No**

3-hole Drill: **No**

Shrink Wrap: **No**

Additional Instructions:

File Name	Print Order	Remove
	Browse...	Remove
	Browse...	Remove
	Browse...	Remove
	Browse...	Remove

Done

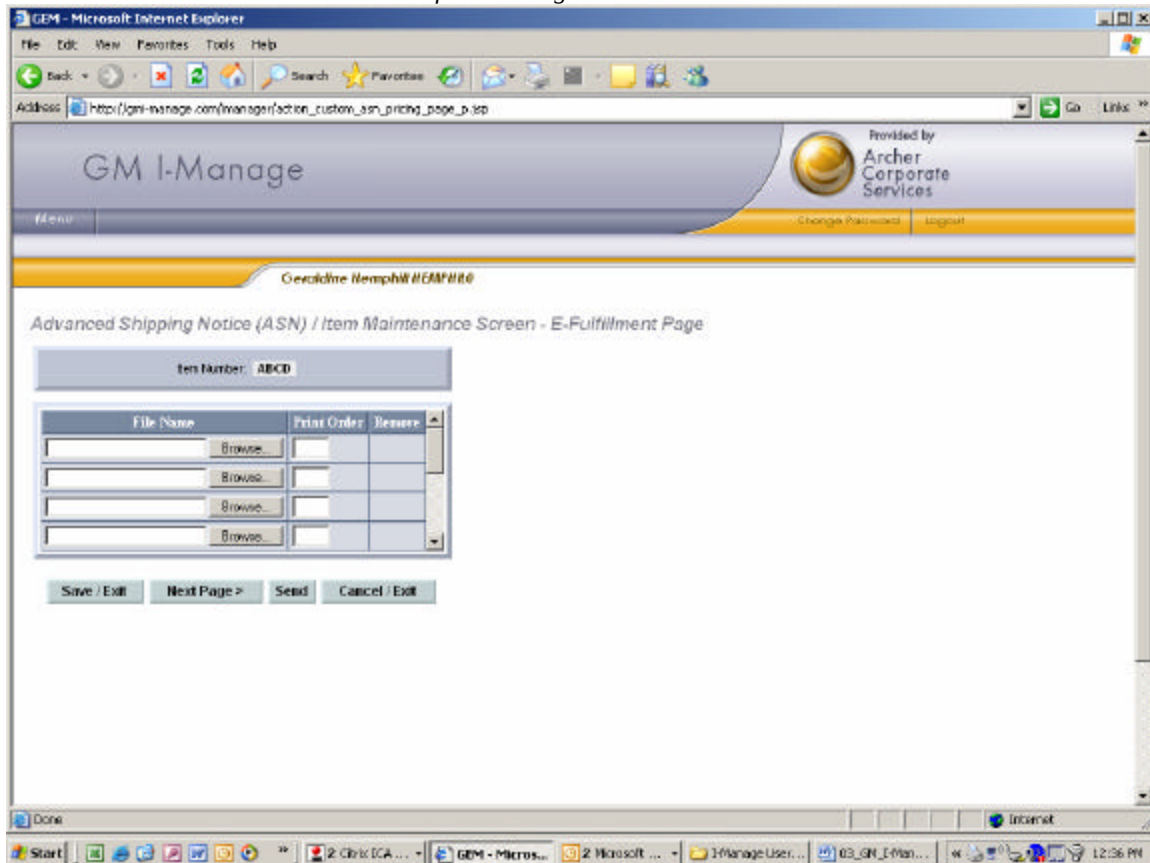
Start | 2 Citrix DCA ... | GEM - Micros... | 2 Microsoft ... | I-Manage User... | 03_GN_I-Man... | 12:35 PM

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E-Fulfillment Page

If you selected to have this item as a E-Fulfillment Item, you will need to complete the *ASN / Item Maintenance Screen – E-Fulfillment Page*. Use this page to provide the files that will be used on the E-Store to allow the E-Store user to immediately download an item to their desktop printer.

ASN / Item Maintenance Screen – E-Fulfillment Page



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Geocode Item #EMPH00

Advanced Shipping Notice (ASN) / Item Maintenance Screen - E-Fulfillment Page

Item Number: ABCD

File Name	Print Order	Remove
Browse...	☐	☐
Browse...	☐	☐
Browse...	☐	☐
Browse...	☐	☐

Save / Exit Next Page > Send Cancel / Exit

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KEY STAKEHOLDER MA-22

Advanced Shipping Notice (ASN) / Item Maintenance Screen - E-Fulfillment Page

Item Number: NEWSKIP

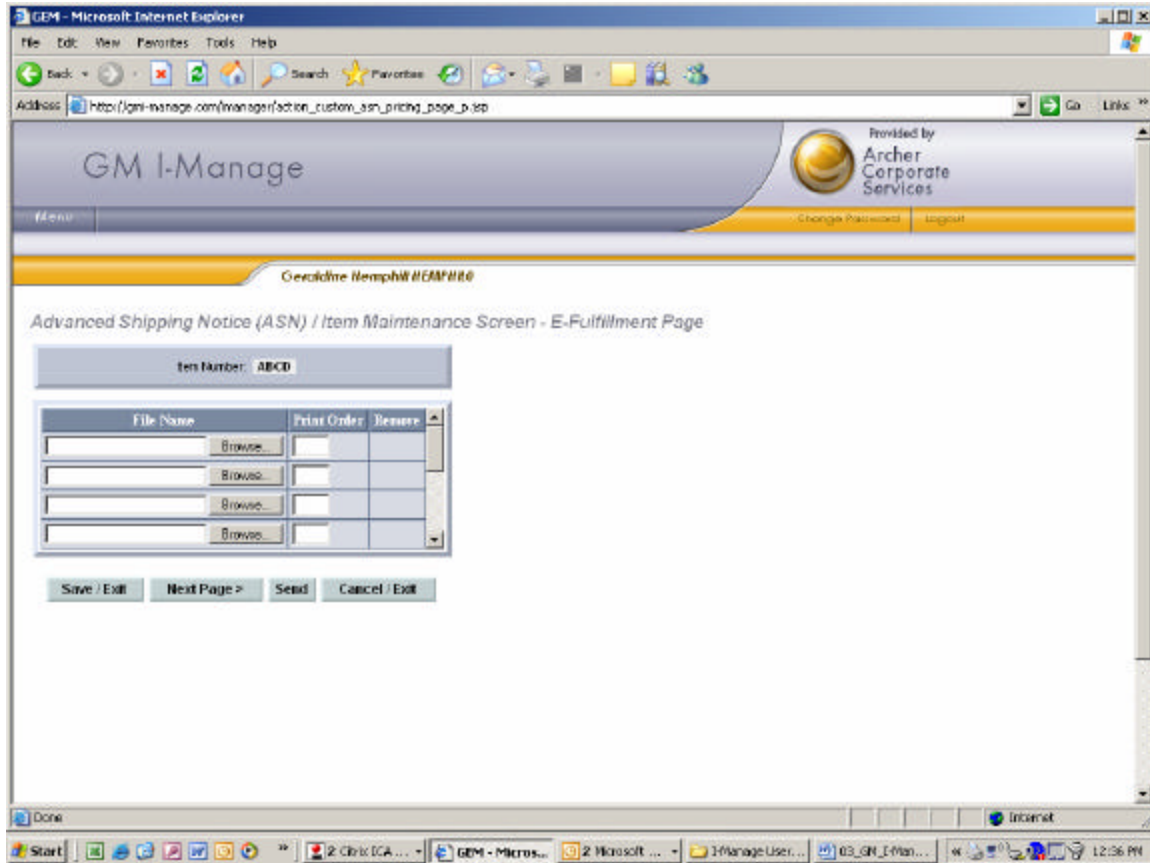
File Name	Print Order	Remove
Browse		☐
Browse		☐
Browse		☐
Browse		☐

Save / Exit Next Page > Send

- Click the browse button to attach your file. When uploading a file for e-fulfillment, the file or image must be a .pdf, excel, .doc or PowerPoint.
- Print Order – Indicate the order in which the files should be assembled in the final document.
- Remove – Allows you to remove a file after you have uploaded it.

Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.)

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Supplier Page

If you selected to have this item as a Drop Ship item, you will need to complete the bottom portion only of the *ASN / Item Maintenance Screen - Supplier Page*.

At the bottom of this page you will see an area where you will enter the Dropship Vendor. The Dropship Vendor will need to be set up in the Archer Corporate Services database prior to entering this information. Contact your Archer Corporate Services Account Manager.

Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.)

I-Manage User Manual

ASN/SKU Maintenance Screen - Supplier Page

The image displays two screenshots of the GM I-Manage web application, specifically the 'Advanced Shipping Notice (ASN) / SKU Maintenance Screen - Supplier Page'.

Top Screenshot:

- Item Number: NEWS004
- Supplier: [Dropdown menu]
- Quantity to be Received at Archer: [Text input]
- Estimated Date Received at Archer: [Text input]
- ORL
- Dropship Vendor: [Dropdown menu]
- Buttons: Save / Exit, Next Page >, Send

Bottom Screenshot:

- Item Number: 04C8PL
- Supplier: ADDISON GRAPHICS SOLUTIONS-
- Quantity to be Received at Archer: [Text input]
- Estimated Date Received at Archer: [Text input]
- Buttons: Save / Exit, Next Page >, Send, Cancel / Exit

Kit Set-up Page

If you selected to have this item as a Kit Item, you will need to complete the *ASN / Item Maintenance Screen – Kit Set-up Page*. Use this page to indicate the Kit SKU and the components within that kit.

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ASN / Item Maintenance Screen – Kit Set-up Page

http://158.60.140.193:8080 - GM - Microsoft Internet Explorer

GM I-Manage

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KEY STAKEHOLDER MA-77208

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Kit Set-up Page

Item Number: NEWSBU2

Component Item	Quantity In Kit	Ship Without

Save / Exit Next Page > Send

When setting up a kit you must set up the components of the kit prior to setting up the Kit SKU. Once the components set ups have been approved you may set up the Kit SKU.

- Enter the Kit SKU number on the *ASN / Item Maintenance Screen - Search Page*. Continue set up of this SKU as instructed previously in this section.
- The *ASN / Item Maintenance Screen – Kit Set-up Page* will appear.
- Component SKU - Enter the 1st component SKU in this kit
- Quantity in Kit - Indicate the quantity of this SKU to ship in this kit
- Ship Without – This field allows you to indicate if this kit may be shipped even if this particular component is unavailable.

N – Indicates you do not want this kit to ship without this component

Y - Indicates that the kit may be shipped without this component

B – Indicates that if this component is unavailable, ship the kit and automatically place a backorder for this component. The missing component will automatically ship when replenishment of this item is received. **Note:** backorders are not allowed on any type of Pull Orders (E-Store Order, Phone, Fax or E-Mail orders). If a component has a ship without of “B” the item kit will be shipped and a backorder will NOT be placed for this item.

Autoship Subscription Page

If you selected to have this item as an *Autoship this item to an existing subscription*, you will need to complete the *ASN / Item Maintenance Screen – Autoship Subscription Page*. Use this page to send this item to an existing subscription list.

ASN / Item Maintenance Screen – Autoship Subscription Page

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KEY STAKEHOLDER MA-22

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Autoship Subscription Page

Item Number: NEWSK11

Subscription: [Dropdown]

Quantity Code: [Dropdown]

Number of Orders: 0

Number of Pieces: 0

Will Archer Order Inventory From Vendor: No

What year should the orders arrive: 2005

What week should the orders arrive: Week 39 SEPTEMBER 25 through OCTOBER 01

Save / Exit Next Page > Send

Done

GM I-Manage

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Menu

Change Password Logout

Geordie Memphis MEMPH00

Advanced Shipping Notice (ASN) / Item Maintenance Screen - Autoship Subscription Page

Item Number: ABCDE

Job Number: [Dropdown]

(*) Subscription: [Dropdown]

(*) Quantity Code: [Dropdown]

Number of Orders: 0

Number of Pieces: 0

(*) Will Archer Order Inventory From Vendor: No

What year should the orders arrive: 2007

What week should the orders arrive: Week 5 FEBRUARY 20 through FEBRUARY 02

Save / Exit Next Page > Send Cancel / Exit

(*) Marks Required Fields needed for Sending this ASN item.

Done

Start

2 Click GCA CL ...

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12:39 PM

The ASN/SKU Maintenance Screen – Autoship Subscription Page Screen will appear

- Subscription - Use the dropdown arrow to choose the subscription list for those who are to receive this item.
- Quantity Code – This is an attribute from the ACDelco/SPO mail list files. Indicate if the Catalog quantities from the ACDelco/SPO lists should be utilized.

I-Manage User Manual

- Number of Orders – This field will automatically populate with the number of recipients based on the subscription and quantity code you chose.
- Number of Pieces - This field will automatically populate with the number of pieces of this item needed to ship to your defined subscription.
- Will Archer Order Inventory from Vendor – Indicate if Archer Corporate Services will be responsible for ordering inventory from your specified supplier to fill the subscription.
- What week should the orders arrive – Indicate the week that you would like the subscriptions to be delivered.

Click the **Send** button to submit your new SKU. (If you would like to stop now and save your work without sending the information to Archer Corporate Services, click the **Save / Exit** button.)